



## Job Announcement

<http://mdcourts.gov>

TTY/D use Maryland Relay Service

|                              |  |                            |  |
|------------------------------|--|----------------------------|--|
| <b>Opening Date:</b>         | January 30, 2014                                     | <b>Closing Date:</b>       | February 13, 2014  |
| <b>Job Title:</b>            | District Court Clerk I/II-Civil                      | <b>Position Type:</b>      | Regular Full Time  |
| <b>PIN:</b>                  | 074724   | <b>FLSA Status:</b>        | Non-Exempt   |
| <b>Location:</b>             | District 11, Frederick County<br>Frederick, Maryland | <b>Grade/Entry Salary:</b> | Level I J05 \$28,404 - \$33,616<br>Level II J06 \$30,157 - \$35,732<br>(Depending on Qualifications) |
| <b>Financial Disclosure:</b> | No   |                            |  |

### Regular State employees subject to promotion/demotion policy

**Essential functions:** The Civil Clerk processes civil cases, landlord/ tenant cases, and special proceeding cases from initial filing through post-judgment action and until the cases are closed. Assists the public at the counter and on the phone with questions about District Court procedures or general court information. Provides public with directions for completing forms or court procedures. Pulls files and enters appropriate information into the computer data systems. Completes necessary actions and files documents. Prepares civil notices when needed. Enters civil complaints into the data system. Prepares transmittals for service of the summons. Enters reissues of summons and sets the new trial date for the case. Processes post-judgment filings such as Oral Exams, Garnishments, Writs of Execution, Motions, Liens, and Appeals. Maintains an organized and efficient work flow, and assists with other office duties. Performs all other duties as assigned

**Education:** High school diploma or GED.

**Experience:** Level I - Two years of general clerical work experience.  
Level II - experience above, plus one year of Court experience.

**Preferred:** Proficiency in typing, data entry or word processing.

**Note:** Applicants may substitute education at an accredited college or university for the required experience at the rate of 30 semester credit hours for each year of experience.

**Skills/Abilities:** Knowledge of office practices, procedures and equipment. Ability to operate a personal computer. Ability to communicate effectively with the public and provide information both in person and on the telephone. Ability to perform multiple duties at the same time. Ability to work on a team and respect the Supervisor. Ability to resolve routine problems. Ability to maintain and use detailed filing systems. Ability to exercise tact and understanding in stressful situations. Ability to interpret and follow complex directions. Ability to learn new procedures and laws affecting Civil cases. Knowledge of traffic and criminal filings and fees when cashier back-up is needed. Ability to perform all essential functions of the position.

**Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) stating position title, Location and PIN number. Materials must be received in the Human Resources office at the address below by 4:30 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for applications sent to any other address.**

Maryland Judiciary  
Human Resources Department  
580 Taylor Ave., Bldg. A-1  
Annapolis, MD 21401

**The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.**